

## AUTH-24s and CJA-24s

This document explains the default workflow for creating an AUTH-24 and a CJA-24 in CJA eVoucher. This can be a two-step sequence, in which the AUTH-24 is created and approved before the CJA-24 can be created. Based on your court's procedures, you can now optionally select **No Authorization Required**, and create the CJA-24 without creating an AUTH-24. This is similar to the CJA-21 process.

This document outlines the default method of creating an AUTH-24/CJA-24.

### Creation of AUTH-24

With this process, the attorney creates the AUTH-24. However, the attorney does not have the ability to create the CJA-24. Very often, the attorney does not know who will ultimately prepare the transcript and cannot correctly create the CJA-24. Either the court staff or a court reporter completes the voucher and submits it to the attorney. You should view the workflow for the AUTH-24 and note that after Judge approval, the next step includes a clerk step to create a CJA-24. You can modify the Attorney role to allow the attorney to create the CJA-24. The AUTH-24 workflow is shown below for reference.



WXIT\$\$\$

**Attorney Entry:** The attorney creates the AUTH-24 and submits it to the court. Here is the path to the Attorney job aid found on the Training CJA eVoucher home page:

Training CJA eVoucher homepage > Materials for Attorney Training > Creating a CJA-24 Authorization

WXIT\$\$\$

**Clerk Review:** Locate the AUTH-24 and click the link.

My Documents				
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>	
Case	Defendant	Type	Status	Date Entered
<a href="#">1:13-CR-08842-II-</a> Start: 11/24/2015 End: 01/01/1900	Paul William Clark (# 1) Claimed Amount: 20,000.00	AUTH Paralegal Services	Clerk Review/Check Workflow <a href="#">0101.0000059</a>	11/24/2015
<a href="#">1:13-CR-08842-II-</a> Start: 11/25/2015 End: 11/25/2015	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24	Clerk Review <a href="#">0101.0000062</a>	11/25/2015
<a href="#">1:13-CR-08842-II-</a> Start: 11/25/2015 End: 11/25/2015	Paul William Clark (# 1) Claimed Amount: 8,800.00	CJA-26	Clerk Review/Check Workflow <a href="#">0101.0000063</a>	11/25/2015

WXIT\$7\$

Enter the order date. You must go back and change it to the correct date after Judge approval.

**AUTH-24**  
Clerk Review  
[Auditing] [Approval]  
Flow: Authorization 24  
Basic  
[Redirect Workflow](#)  
Def.: Paul William Clark

[Link to CM/ECF](#)

Voucher #: 0101.0000062  
Request Date: 11/25/2015  
Decision Date: 11/25/2015

**Tasks**

[Link to Appointment](#)  
[Link to Representation](#)

Basic Info
Documents
Special Authorizations
Confirmation

### Basic Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Paul William Clark		
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:13-CR-08842-1-II	5. APPEALS. DKT./DEF.NUMBER	
7. IN CASE/MATTER OF(Case Name) USA v Clark	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	
11. OFFENSE(S) CHARGED 15:1172.F IMPORTING GAMBLING DEVICES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Ithica Ingress 110 Main Street San Antonio TX 78210 Phone: 210-452-6677		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Co <input checked="" type="checkbox"/> O Appointing <input type="checkbox"/> P Subs fr Counsel    Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retain Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Ord Ignacio Iglesias Date of Order 8/3/2013 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling None \*

Transcripts  
☐ Prosecution Opening Statement    ☐ Prosecution Argument  
☐ Defense Opening Statement    ☐ Defense Argument

**Order Date** 11/02/2015 \*

Nunc Pro Tunc Date

< First
< Previous
Next >
Last >
Save
Delete Draft

**Note:** In some courts, Judges were forgetting to enter the order date. Therefore, the clerk is required to enter the order date before the Judge signs it. The clerk should recheck the date after Judge approval to ensure accuracy.

WXIT\$\$

On the **Special Authorizations** tab, review any documents or special authorizations. For the specific transcripts to display in the approved AUTH-24, both court staff and the approving Judge must select the **Initial Here.** check box to initial the AUTH-24.

**AUTH-24**  
Clerk Review  
[Auditing] [Approval]  
Flow: Authorization 24  
Basic  
[Redirect Workflow](#)  
Def.: Eddie Izzard

[Link to CM/ECF](#)

Voucher #: 0101.0000071  
Request Date: 12/2/2015  
Decision Date: 1/1/1901

**Tasks**  
[Link to Appointment](#)

Basic Info Documents **Special Authorizations** Confirmation

### Special Authorizations

	Judge's Initials
A. Appointed Cost % of transcript with	<input type="checkbox"/> Initial Here.
B. None	<input type="checkbox"/> Initial Here.
C. Prosecution Opening Statement, Prosecution Argument, Prosecution Rebuttal, Defense Opening Statement, Defense Argument, Jury Instructions	<input checked="" type="checkbox"/> Initial Here.
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.	<input type="checkbox"/> Initial Here.

WXIT\$\$

Review the information on the Confirmation page. Select the certification check box and click **Approve**. The voucher is then sent to the Judge for approval.

**AUTH-24**  
Clerk Review  
[Auditing] [Approval]  
Flow: Authorization 24  
modified  
[Redirect Workflow](#)  
Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #: 0101.0000253  
Request Date: 11/24/2014  
Decision Date: 1/1/1901

Basic Info Documents Special Authorizations **Confirmation**

### Confirmation

1. CR. INST. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. INST. DEF. NUMBER	4. DIST. INST. DEF. NUMBER 14-CR-00001-1-AA	5. APPEALS INST. DEF. NUMBER	6. OTHER INST. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felon (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE CHARGED 15.1825 F INSPECTION VIOLATION PENALTIES			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Sentencing			
13. PROCEEDING TO BE TRANSCRIBED (describe proceedings). NOTE: The first transcripts are not to include prosecution opening Sentencing for hearing			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Appointed Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is named above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript service at the expense of the United States pursuant to the Criminal Justice Act.		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.	
Signature of Attorney Andrew Anders Printed Name Telephone Number: 210-833-5423		Signature of Presiding Judge or By Order of the Court 11/28/2014 Date of Order Nunc Pro Tunc Date	

Public/Attorney Notes

Private/Court Notes

Appointment Notes

☒ I certify that I have reviewed the above information  
Date: 11/24/2014 8:51:15

[Approve](#) [Reject](#)

WXIT\$ \$

The Judge reviews the AUTH-24 and approves/rejects the authorization.

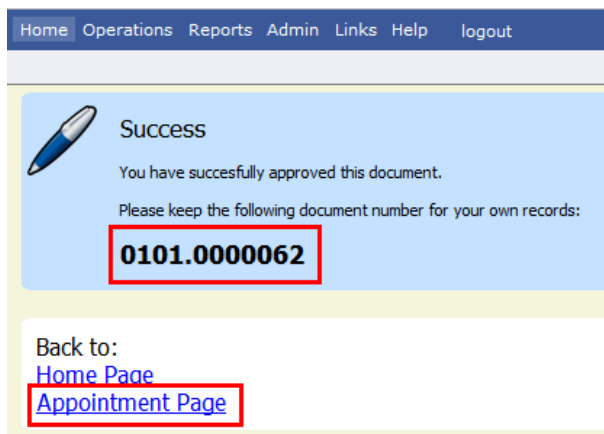
WXIT\$ \$

To approve the AUTH-24, locate the AUTH-24 and click the link. Review the information, then update the order date and click **Approve**.

Vouchers on File				
To group by a particular Header, drag the column to this area.			Search:	
Case	Defendant	Type	Status	Date Entered
<a href="#">1:14-CR-08805-AA-</a> Start: 01/23/2020 End: 01/23/2020	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Create CJA 24 <a href="#">0101.0000513</a>	01/23/2020
<a href="#">1:14-CR-08805-AA-</a> Start: 11/26/2019 End: 11/26/2019	Jebediah Branson (# 1) Claimed Amount: 2,220.00	CJA-20 Andrew Anders	Clerk Audit <a href="#">0101.0000502</a> ETMAI PAYMENT	11/26/2019

Once you have approved the AUTH-24, you are ready to create the CJA-24. In the **Private/Court Notes** field, it is helpful to add a private note stating who is creating the CJA-24.

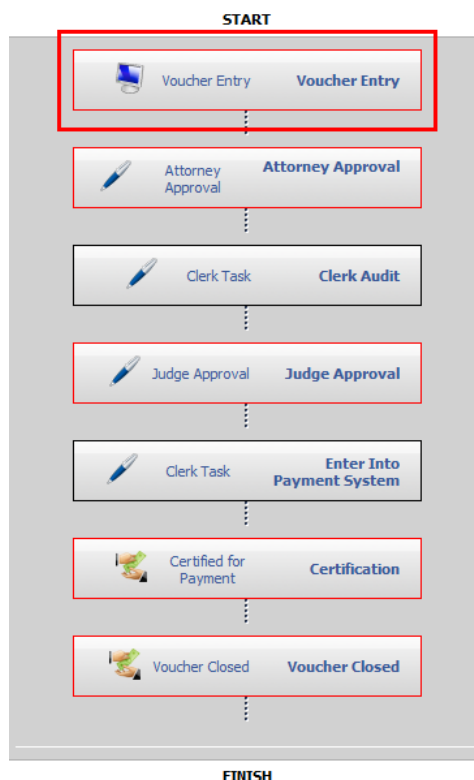
Take note of the AUTH-24 document number that appears on the Success screen, as this is helpful if there are other authorizations for that appointment. Click the **Appointment Page** link to go to the appointment, which is the easiest way to create the CJA-24. If you go back to your home page, you must search for the appointment.



**Voucher Closed:** The AUTH-24 is now closed and the process of creating the CJA-24 begins.

## Creation of CJA-24

The CJA-24 workflow is shown below for reference.



WXIT\$\$

**Voucher Entry:** The CJA-24 is ready to be created. On the Appointment Info screen, in the Create New Voucher section, click the **Create** link for the CJA-24.

**CJA eVoucher - Train District**  
**SDSO Training - Release 6.3.0.0**

[Home](#)   [Operations](#)   [Reports](#)   [Links](#)   [Help](#)   [Sign out](#)

**Appointment**  
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

**Create New Voucher**

**AUTH** [Create](#)  
 Authorization for Expert and other Services

**AUTH-24** [Create](#)  
 Authorization for payment of transcript

**BUDGETAUTH** [Create](#)  
 Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

**CJA-24** [Create](#)  
 Authorization and Voucher for Payment of Transcript

### Appointment Info

1. CIR.DIST.DIV.CODE 0101	2. PERSON REPRESENTED Shoppe Lifter	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:19-CV-33333-9874-JL	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) Lifter Vs USA		8. TYPE PERSON REPRESENTED Adult Defendant	9. REPRESENTATION TYPE Habeas (capital) § 2254 state
10. OFFENSE(S) CHARGED			
11. ATTORNEY'S NAME AND MAILING ADDRESS Atty Longoria 123 Lane San Antonio TX 78229 Phone: 2102222222 Email: <a href="mailto:Jaime_longoria@ao.uscourts.gov">Jaime_longoria@ao.uscourts.gov</a>		12. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Judge Longoria Date of Order: 7/24/2019   Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
13. LAW FIRM NAME AND MAILING ADDRESS			

### Vouchers on File

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
------	-----------	------	--------	--------------

WXIT\$\$

On the Basic Info page, in the Authorization Selection section, click the correct authorization.

USA v Izzard	Felony (including pre-trial diversion of alleged felony)	Adult Defendant
11. OFFENSE(S) CHARGED 16:704.F RULES AND REGULATIONS ON MIGRATORY BIRDS		
EXCESS FEE LIMIT \$9,900.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE

### Authorization Selection

Select an approved authorization request for this CJA-24

**Existing Requests for Authorization**

**ID Number: 70**      Service Type: Court Reporter / Transcript

Order Date: 08/01/2013

Proceeding Transcribed: Indictment

☒ Prosecution Opening  
 ☒ Prosecution Argument  
 ☒ Prosecution Rebuttal  
☒ Defense Opening Statement  
 ☒ Defense Argument  
 ☐ Jury Instructions  
 ☐ Voir Dire

**ID Number: 71**      Service Type: Court Reporter / Transcript

Order Date: 08/01/2013

Proceeding Transcribed: Full Trial

☒ Prosecution Opening  
 ☒ Prosecution Argument  
 ☒ Prosecution Rebuttal  
☒ Defense Opening Statement  
 ☒ Defense Argument  
 ☒ Jury Instructions  
 ☐ Voir Dire

WXIT\$7\$

From the **Expert** drop-down list, select the appropriate expert and then click **Create Voucher**. If an expert is not in that list, their information should be added in the Service Provider section. Enter the correct service provider information and click **Create Voucher**. This sends the expert information to the Pending Users folder for approval. The clerk's task is done, and the attorney or expert now enters the services and expenses.

**Service Provider**  
You can search one of the service providers already in the system  
OR you can enter the required information for another provider

**Expert**

First Name  Middle Name  Last Name \*

Email \*

Phone \*  Fax

Address 1 \*  City \*

Address 2  State (U.S. Only\*)

Address 3  Country \*

**Voucher Assignment \*** ☒ Attorney ☐ Expert

*This indicates who will be responsible for filling the voucher claim part*

Create Voucher

**Service Provider**  
You can search one of the service providers already in the system  
OR you can enter the required information for another provider

**Expert**

First Name  Middle Name  Last Name \*

Email \*

Phone \*  Fax

Address 1 \*  City \*

Address 2  State (U.S. Only\*)

Address 3  Country \*

**Voucher Assignment \*** ☒ Attorney ☐ Expert

*This indicates who will be responsible for filling the voucher claim part*

Create Voucher

**Note:** If the expert is not already in eVoucher and their information is added in the Service Provider section, an error message appears if you click **Create Voucher**, stating “You cannot submit a voucher for an expert that has not been approved by the court.” However, the information is sent to the court as a pending user.

Once the court creates the user, the warning disappears. If the expert has Expert Enter privileges, in the **Voucher Assignment** group, you can click the **Expert** radio button and allow the expert to enter their own expenses. You can only click the radio button after you have selected the expert from the drop-down list. If the expert does not have Expert Enter privileges, the voucher assignment defaults to **Attorney**.



WXIT\$\$

The expert now enters the required information for the services or expenses, uploads any documents if needed, and clicks **Add**.

**CJA-24 Voucher Entry**  
Def.: Eddie Izzard  
[Link to CM/ECF](#)

Voucher #:  
Request Date: ---  
Approved Date: ---

**Summary: \$25.00**

Services	Amount
Original	\$25.00
Copy	\$0.00
<b>Totals</b>	<b>\$25.00</b>

Travel	Amount
Travel Miles	\$0.00
Travel Misc	\$0.00
<b>Totals</b>	<b>\$0.00</b>

Expenses	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
<b>Totals</b>	<b>\$0.00</b>

**Services**

Date: 12/02/2015 \* Description: Trial \*

Service Type: Original \*

Include Page Numbers

No. of Pages: 50 \* Rate Per Page: 0.5 \*

Less Amount Apportioned: 0

Less Amount Adjusted: 0

**Add** **Delete Item**

\* Required Fields

To group by a particular Header, drag the column to this area.

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportioned	Discount	Total
Original	12/02/2015	Trial		50	0.50			25.00

Page 1 of 1 (1 items)

« First < Previous Next > Last » Save Delete Draft

**CJA-24 Voucher Entry**  
Def.: Eddie Izzard  
[Link to CM/ECF](#)

Voucher #:  
Request Date: ---  
Approved Date: ---

**Summary: \$53.75**

Services	Amount
Original	\$25.00
Copy	\$0.00
<b>Totals</b>	<b>\$25.00</b>

Travel	Amount
Travel Miles	\$28.75
Travel Misc	\$0.00
<b>Totals</b>	<b>\$28.75</b>

Expenses	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
<b>Totals</b>	<b>\$0.00</b>

**Expenses**

Date: 12/02/2015 \* Description: Drive to court \*

Expense Type: Travel Miles \*

Miles: 50 \* rate per mile: \$0.5750

Amount: 28.75

**Add** **Remove**

\* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	12/02/2015	Drive to court	50	0.575	28.75

Page 1 of 1 (1 items)

« First < Previous Next > Last » Save Delete Draft

WXIT\$ \$

Select the certification check box and click **Submit**.

The screenshot displays the CJA-24 form interface. On the left is a dark blue sidebar. The main content area has a light blue header with the text "Attention: The notes you enter will be available to the next approval level." Below this are three text input fields labeled "Public/Attorney Notes", "Private/Court Notes", and "Appointment Notes". The "Appointment Notes" field contains the text "This is an example of an appointment note." At the bottom of the form, there is a checkbox labeled "I swear and affirm the truth or correctness of the above statements" which is checked. Below the checkbox is the date "Date: 11/26/2014 12:24:31". To the right of the checkbox is a "Submit" button with a green upward arrow icon. At the very bottom of the form are navigation buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "Delete Draft".

WXIT\$ \$

**Attorney Approval:** Once the CJA-24 is submitted, it is returned to the attorney for approval. This happens with both the Expert Enter and the Attorney Enter on the CJA-24.

WXIT\$ \$

**Clerk Task:** When the attorney approves the voucher, it is returned to the court staff. Follow the same directions as above: Locate the CJA-24 and click the link for that voucher. Review the information and adjust the Services, Expenses, and Documents pages as needed. You can also go to the Summary page and adjust there. Go to the Confirmation page, where the attorney's digital signature now appears. Select the certification check box, and then click **Approve**.

Basic Info Services Expenses Documents Summary Confirmation

### Services

Date: 12/02/2015 \* Audit Notes:  \*

Service Type: Original \*

Include Page Numbers:

No. of Pages: 50 \* Rate Per Page: 0.5 \*

Less Amount Apportioned:

Less Amount Adjusted:

\* Required Fields

To group by a particular Header, drag the column to this area.

Service	Date	Descri	Incl. Page N	No. Pa	Rat	Apport	Discou	Tot	Notes	Page	Rate	Apport	Discou	Amt A
Original	12/02/...	Trial		50	\$0.50	\$0.00	\$0.00	\$25.00						

Basic Info Services Expenses Documents Summary Confirmation

### Voucher Summary

Services and Expenses	Claimed Amount	Audited Amount	Override Amount	Notes
Original	\$25.00	-	<input type="text"/>	<input type="text"/>
Copy	\$0.00	-	<input type="text"/>	<input type="text"/>
<b>Service Total</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$25.00</b>	
Travel Miles	\$28.75	-	<input type="text"/>	<input type="text"/>
Travel Misc.	\$0.00	-	<input type="text"/>	<input type="text"/>
<b>Travel Total</b>	<b>\$28.75</b>	<b>\$28.75</b>	<b>\$28.75</b>	
FAX	\$0.00	-	<input type="text"/>	<input type="text"/>
Long Distance Charges	\$0.00	-	<input type="text"/>	<input type="text"/>
Photocopies	\$0.00	-	<input type="text"/>	<input type="text"/>

ATTORNEY CERTIFICATION		
22. CERTIFICATION OF ATTORNEY OR CLERK: I hereby certify that the services were rendered and that the transcript was received.		
Andrew Anders	12/02/2015 15:43:44	
Signature of Attorney or Clerk	Date	
APPROVED FOR PAYMENT -- COURT USE ONLY		
23. APPROVED FOR PAYMENT		
		\$0.00
Signature of Judge or Clerk of Court	Date	Approved Amount

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes	
Private/Court Notes	
Appointment Notes	

☒ I certify that I have reviewed the above information

Date: 12/2/2015 14:58:7



**Approve**



**Reject**

WXIT\$ \$

**Judge Approval:** The voucher is sent for Judge approval.

WXIT&amp;S

**Clerk Task:** Once the Judge approves the voucher, it is returned to the court staff, who enters it into the payment system. This step is optional, and the voucher may be deleted or kept as an added review. Follow the same directions as above: Locate the CJA-24 and click the link for that voucher.

Case	Defendant	Type	Status	Date Entere
<a href="#">1:13-CR-08866...</a> Start: 12/02/2015 End: 12/02/2015	Eddie Izzard (# 1) Claimed Amount: 53.75	CJA-24 Teresa Transcripts	Enter Into Payment System <a href="#">0101.0000072</a>	12/02/2015

Review the information. Go to the Confirmation page, where the Judge's digital signature now appears. Select the certification check box and click **Approve**.

<b>21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED</b> <small>I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.</small>			
Signature of Claimant/Payee: Teresa Transcripts		Date: 12/2/2015 14:42:58	
<b>22. CERTIFICATION OF ATTORNEY OR CLERK</b> I hereby certify that the services were rendered and that the transcript was received.			
Andrew Anders		12/02/2015 15:43:44	
Signature of Attorney or Clerk		Date	
<b>APPROVED FOR PAYMENT -- COURT USE ONLY</b>			
Albert Albertson		12/02/2015 16:00:10	\$53.75
Signature of Judge or Clerk of Court		Date	Approved Amount
Attention: The notes you enter will be available to the next approval level.			
Public/Attorney Notes			
Private/Court Notes			
Appointment Notes			
<input checked="" type="checkbox"/> I certify that I have reviewed the above information Date: 12/2/2015 15:12:49			

WXIT\$-\$

**Certified for Payment:** The voucher goes to the certifier for your court. If you are the certifier, follow the same directions as above: Locate the CJA-24 and click the link for the voucher.

My Documents				
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>	
Case	Defendant	Type	Status	Date Entered
<a href="#">1:13-CR-08842...</a> Start: 12/02/2015 End: 12/02/2015	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24	Create CJA 24 <a href="#">0101.0000067</a>	12/02/2015
<a href="#">1:13-CR-08866...</a> Start: 12/02/2015 End: 12/02/2015	Eddie Izzard (# 1) Claimed Amount: 0.00	AUTH-24	Create CJA 24 <a href="#">0101.0000070</a>	12/02/2015
<a href="#">1:13-CR-08866...</a> Start: 12/02/2015 End: 12/02/2015	Eddie Izzard (# 1) Claimed Amount: 0.00	AUTH-24	Create CJA 24 <a href="#">0101.0000071</a>	12/02/2015
<a href="#">1:13-CR-08866...</a> Start: 12/02/2015 End: 12/02/2015	Eddie Izzard (# 1) Claimed Amount: 53.75	CJA-24 Teresa Transcripts	Certification <a href="#">0101.0000072</a>	12/02/2015

WXIT\$4\$

Review the information on the Basic Info page.

<b>CJA-24</b> Certification [Auditing] [Certification] Flow: CJA-24 Basic <a href="#">Redirect Workflow</a> Def.: Eddie Izzard  <a href="#">Link to CM/ECF</a>  Voucher #: 0101.0000072 Request Date: 12/2/2015 Approved Date: 12/2/2015  Summary: \$53.75	Basic Info    Services    Expenses    Documents    Confirmation																										
	<b>Basic Info</b> <table border="1"> <tr> <td>1. CIR./DIST./DIV. CODE 0101</td> <td colspan="2">2. PERSON REPRESENTED Eddie Izzard</td> <td>VOUCHER NUMBER</td> </tr> <tr> <td>3. MAG. DKT./DEF. NUMBER</td> <td>4. DIST. DKT./DEF. NUMBER 1:13-CR-08866-1-AA</td> <td>5. APPEALS. DKT./DEF. NUMBER</td> <td>6. OTHER. DKT./DEF. NUMBER</td> </tr> <tr> <td>7. IN CASE/MATTER OF(Case Name) USA v Izzard</td> <td>8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)</td> <td>9. TYPE PERSON REPRESENTED Adult Defendant</td> <td>10. REPRESENTATION TYPE Criminal Case</td> </tr> <tr> <td colspan="4">11. OFFENSE(S) CHARGED 16:704.F RULES AND REGULATIONS ON MIGRATORY BIRDS</td> </tr> <tr> <td colspan="4">REQUEST AND AUTHORIZATION FOR TRANSCRIPT</td> </tr> <tr> <td colspan="4">12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Appeal</td> </tr> </table>				1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Eddie Izzard		VOUCHER NUMBER	3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:13-CR-08866-1-AA	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER	7. IN CASE/MATTER OF(Case Name) USA v Izzard	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case	11. OFFENSE(S) CHARGED 16:704.F RULES AND REGULATIONS ON MIGRATORY BIRDS				REQUEST AND AUTHORIZATION FOR TRANSCRIPT				12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Appeal		
1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Eddie Izzard		VOUCHER NUMBER																								
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:13-CR-08866-1-AA	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER																								
7. IN CASE/MATTER OF(Case Name) USA v Izzard	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case																								
11. OFFENSE(S) CHARGED 16:704.F RULES AND REGULATIONS ON MIGRATORY BIRDS																											
REQUEST AND AUTHORIZATION FOR TRANSCRIPT																											
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Appeal																											

WXIT\$5\$

Go to the Confirmation page, where the payee's name and address should be correct. Select the approve/disapprove check box and click **Approve**.

CLAIMS FOR SERVICES						
17. COURT REPORTER, TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other				18. PAYEE'S NAME AND ADDRESS Teresa Transcripts 110 Main Street San Antonio TX 78210 US Phone: 210-553-5692		
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: ***-**-2233						
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPORTIONED	TOTAL
Original	see detail	50	see detail	\$25.00	see detail	\$25.00
Copy	see detail	0	see detail	\$0.00	see detail	\$0.00
Expenses (Itemize)						\$38.75
TOTAL AMOUNT CLAIMED						\$63.75
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: Teresa Transcripts Date: 12/2/2015 14:42:58						
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received. Andrew Anders 12/02/2015 15:43:44 Signature of Attorney or Clerk Date						
23. APPROVED FOR PAYMENT -- COURT USE ONLY Albert Albertson 12/02/2015 16:00:10 \$53.75 Signature of Judge or Clerk of Court Date Approved Amount						
Attention: The notes you enter will be available to the next approval level.						
Public/Attorney Notes						
Private/Court Notes						
Appointment Notes						
<input checked="" type="checkbox"/> I hereby approve/disapprove payment of this voucher Date: 12/2/2015 15:19:20				<b>Approve</b> <b>Reject</b>		
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Save"/> <input type="button" value="Delete Draft"/>						

WXIT\$6\$

**Voucher Closed:** The voucher is now closed.

Home	Operations	Reports	CMECF	Admin	Links	Help	logout
<p><b>Success</b></p> <p>You have successfully approved this document.</p> <p>Please keep the following document number for your own records:</p> <p><b>0101.0000072</b></p>							

## Assigning Rights

Default attorney rights delivered with eVoucher do not give the attorney the Create Voucher CJA-24 right. Instead, the CJA Administrator role has these rights. The rights below allow the attorney to create the AUTH-24, but not the CJA-24.

[Home](#)
[Operations](#)
[Reports](#)
[CMECF](#)
[Admin](#)
[Links](#)
[Help](#)
[Sign out](#)

> Admin > [Rights Manager](#)

Role: 


☒ Assigned rights only

Groups & Rights	Attorney
<input type="checkbox"/> Public	Public default group always assigned to a user (minimum rights)
<b>Basic Default Right</b> Allow to login	<input checked="" type="checkbox"/>
<input type="checkbox"/> Administration	Administrative rights
<b>Manage My Profile</b> Allows users to edit their own profile	<input checked="" type="checkbox"/>
<b>Manage My Billing</b> Allows users to edit their own billing	<input checked="" type="checkbox"/>
<input type="checkbox"/> Vouchering	Controls all action taken on the Vouchering engine
<b>Create Authorizations</b> Allows users to create and submit new Authorizations	<input checked="" type="checkbox"/>
<b>Create Travel Authorizations</b> Allows users to create and submit new Travel Authorizations	<input checked="" type="checkbox"/>
<b>Create Budget Authorizations</b> Allows users to create and submit new Budget Authorizations	<input checked="" type="checkbox"/>
<b>Create Authorizations 24</b> Allows users to create and submit new Authorizations 24	<input checked="" type="checkbox"/>
<b>Create CJA-20 Vouchers</b> Allows users to create and submit new CJA-20 vouchers	<input checked="" type="checkbox"/>
<b>Create CJA-21 Vouchers</b> Allows users to create and submit new CJA-21 vouchers	<input checked="" type="checkbox"/>
<b>Create CJA-24 Vouchers</b> Allows users to create and submit new CJA-24 vouchers	<input checked="" type="checkbox"/>



If you wish to have attorneys create the CJA-24, you must add the Create Voucher CJA-24 right to the Attorney role.

[Home](#)
[Operations](#)
[Reports](#)
[CMECF](#)
[Admin](#)
[Links](#)
[Help](#)
[Sign out](#)

> Admin > [Rights Manager](#)

Role: 


☒ Assigned rights only

Groups & Rights	Attorney
<input checked="" type="checkbox"/> Public	Public default group always assigned to a user (minimum rights)
<b>Basic Default Right</b> Allow to login	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Administration	Administrative rights
<b>Manage My Profile</b> Allows users to edit their own profile	<input checked="" type="checkbox"/>
<b>Manage My Billing</b> Allows users to edit their own billing	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Vouchering	Controls all action taken on the Vouchering engine
<b>Create Authorizations</b> Allows users to create and submit new Authorizations	<input checked="" type="checkbox"/>
<b>Create Travel Authorizations</b> Allows users to create and submit new Travel Authorizations	<input checked="" type="checkbox"/>
<b>Create Budget Authorizations</b> Allows users to create and submit new Budget Authorizations	<input checked="" type="checkbox"/>
<b>Create Authorizations 24</b> Allows users to create and submit new Authorizations 24	<input checked="" type="checkbox"/>
<b>Create CJA-20 Vouchers</b> Allows users to create and submit new CJA-20 vouchers	<input checked="" type="checkbox"/>
<b>Create CJA-21 Vouchers</b> Allows users to create and submit new CJA-21 vouchers	<input checked="" type="checkbox"/>
<b>Create CJA-24 Vouchers</b> Allows users to create and submit new CJA-24 vouchers	<input checked="" type="checkbox"/>

You can limit certain court staff, such as a court reporter, to see only the AUTH-24 and CJA-24s by narrowing down the document types available to them in the Court Staff Assignments section of the User Manager.

<b>Court Staff Info</b> Your personal info	<b>Your Name:</b> Court Reporter  <b>Your Contact Info:</b> Phone: 210-745-2293   Cell Phone: 702-555-1212 Fax: deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov  <b>Your Address:</b> 110 Main Street San Antonio, TX 78210 USA																											
<b>Court Staff Assignments</b> Assignments	<div><b>Terminal Digits assigned &gt;&gt; 10</b></div> <div><b>Divisions assigned &gt;&gt; 3</b></div> <div><b>Document Types assigned &gt;&gt; 2</b><table border="1"><thead><tr><th>AVAILABLE Document Types</th><th></th><th>ASSIGNED Document Types</th></tr></thead><tbody><tr><td>AUTH - Authorization for Expert and other Services</td><td>&gt;&gt;</td><td>AUTH-24 - Authorization for payment of transcript</td></tr><tr><td>CJA-20 - Appointment of and Authority to Pay Court</td><td>&gt;</td><td>CJA-24 - Authorization and Voucher for Payment of 1</td></tr><tr><td>CJA-21 - Authorization and Voucher for Expert and c</td><td>&gt;</td><td></td></tr><tr><td>CJA-26 - Statement for a Compensation Claim in Exo</td><td>&lt;</td><td></td></tr><tr><td>CJA-27 - Statement for a Compensation Claim in Exo</td><td>&lt;</td><td></td></tr><tr><td>CJA-30 - Death Penalty Proceedings: Appointment o</td><td>&lt;&lt;</td><td></td></tr><tr><td>CJA-31 - Death Penalty Proceedings: Ex Parte Requ</td><td></td><td></td></tr><tr><td>TRAVEL - Authorization for payment of Travel</td><td></td><td></td></tr></tbody></table></div> <div><b>Representation Types assigned &gt;&gt; 41</b></div> <div><b>Users to delegate &gt;&gt; 0</b></div> <div><b>Judges assigned &gt;&gt; 12</b></div>	AVAILABLE Document Types		ASSIGNED Document Types	AUTH - Authorization for Expert and other Services	>>	AUTH-24 - Authorization for payment of transcript	CJA-20 - Appointment of and Authority to Pay Court	>	CJA-24 - Authorization and Voucher for Payment of 1	CJA-21 - Authorization and Voucher for Expert and c	>		CJA-26 - Statement for a Compensation Claim in Exo	<		CJA-27 - Statement for a Compensation Claim in Exo	<		CJA-30 - Death Penalty Proceedings: Appointment o	<<		CJA-31 - Death Penalty Proceedings: Ex Parte Requ			TRAVEL - Authorization for payment of Travel		
AVAILABLE Document Types		ASSIGNED Document Types																										
AUTH - Authorization for Expert and other Services	>>	AUTH-24 - Authorization for payment of transcript																										
CJA-20 - Appointment of and Authority to Pay Court	>	CJA-24 - Authorization and Voucher for Payment of 1																										
CJA-21 - Authorization and Voucher for Expert and c	>																											
CJA-26 - Statement for a Compensation Claim in Exo	<																											
CJA-27 - Statement for a Compensation Claim in Exo	<																											
CJA-30 - Death Penalty Proceedings: Appointment o	<<																											
CJA-31 - Death Penalty Proceedings: Ex Parte Requ																												
TRAVEL - Authorization for payment of Travel																												